
Appendix G Utility Letter of Request (Sample)

Date
Customer Service Representative
Utility or Cooperative Name
Address
State, City Zip

Dear Mr./Mrs. etc.

My farm has recently joined EPA's AgSTAR Program. This is a voluntary agricultural program designed to expand the use of environmentally beneficial "manure management" technologies that protect air and water resources. As an AgSTAR partner farm I am considering installation of a biogas system to produce and collect methane from manure. I would use methane as fuel for a parallel cogeneration system. I request the following information to complete my preliminary assessment. This request is for *Farm Name* (account #: _____) located at *address*, in *city* and includes the following:

1. A complete copy of my current billing rate schedule.
2. The past 12-month billing history showing kWh, peak kW, and costs for each billing period including off, intermediate, and peak periods if applicable.
3. Copies of all other rate schedules and/or riders that are available and apply to small scale (<200 kW) cogeneration systems that operate in parallel with the utility (i.e., buyback, net billing or standby). I am not interested in peak shaving or other short-term interruptible rates because methane is difficult to store for this application. However, the system will be operational during peak periods please indicate any additional credits that may be available to me for providing this benefit.
4. Please provide the name(s), telephone #, and addresses of appropriate contact persons within your organization responsible for renewable energy projects who can answer any questions that I may have regarding development of this system at my farm.

Thank you for your assistance. We look forward to working with you on this environmentally beneficial project. Should you have any questions regarding this request please call me at (xxx) yyy-yyyy, or you can call the AgSTAR Hotline at 1-800-95AGSTAR, to find out more about the program.

Sincerely,

(If known these individuals should be copied)
cc: Manager-Environmental Affairs
 Manager-Public Relations